



American Embassy, Manama ♦ Human Resources Office

JOB VACANCY ANNOUNCEMENT MRDCH OFFICE MANAGER

Announcement Number: 09-21

OPEN TO: US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs) & US Members of Household (MOH) - All Agencies

POSITION: **MRDCH Office Manager** (*Position # 98432001*)
(*This is a sensitive position requiring a Top Secret security clearance*)

OPENING DATE: Wednesday, July 29, 2009

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: Position grade **FP-8** (\$30,231/year)
All FP position grades are determined by HR in Washington DC

The American Embassy in Manama is seeking candidates for employment as the Manama Regional Diplomatic Courier Hub (MRDCH) Office Manager.

BASIC FUNCTION OF THE POSITION

The selected candidate will provide administrative/escort support for the Diplomatic Courier Hub Office consisting of four direct-hire employees and three LE Staff; manages the classified vaults and office, maintains the office filing system, monitors administrative requirements of the office, and coordinates matters with other embassy offices and outside agencies; builds and dispatches classified Diplomatic pouches utilizing ILMS; utilizes E2 travel and update MRDCH's quality manual; with supervisor's guidance, prepares time and attendance records; orders office supplies and equipment; prepares monthly fiscal and other required reports; updates phone and contact lists.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office. Contact extension x2937.

QUALIFICATIONS REQUIRED

Note: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. Education:** High school diploma or equivalent is required.
- 2. Experience:** At least one year of clerical experience in a fast-paced office environment is required.
- 3. Language:** Level 4 (fluent) spoken/written English is required.
- 4. Knowledge:** Knowledge of general office management and practices is required; good knowledge of English grammar and spelling is required; ability to prioritize and organize tasks to accomplish workload is required; organizational knowledge sufficient to understand mission sections and functions is required.
- 5. Abilities & Skills:** Strong interpersonal skills to develop cooperative working relationships with others is required; ability to use a variety of computer software and systems is required; typing with speed and accuracy is required; ability to work independently and deal calmly and effectively in stressful situations is required; flexibility, dependability and attention to detail is required; ability to lift or carry up to 60 lbs is required.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Must be able to obtain and hold a Top Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
5. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement # 09-21

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee’s or uniformed service member’s post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

- An EFM for this position must be a U.S. Citizen.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH for this position must be a U.S. Citizen.

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: A/MGT and A/HRO: AAitken; Cleared; MRDCH: HCrowningshield, FMO: HDesjardins